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Approved For Release 2001/03/02 : CIA-RDP78-04364A000100060002-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff/OL

FROM : Chief, Real Estate & Construction Division

SUBJECT: Increase in Table of Organization

DATE: 8 August 1955

25X9A2

1. This Division has a present T/O and personnel ceiling of [REDACTED]. The present and future workload of the Division require the following increase in T/O and personnel ceiling:

OFFICE OF THE CHIEF

(Special Project Staff)

Administrative Officer GS-13	1
Administrative Services Officer, GS-11	1
Clerk Stenographer GS-5	2

ACQUISITION BRANCH

Realty Officer GS-11	1
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UTILITIES ENGINEERING BRANCH

Mechanical (Diesel) Engineer GS-13	1
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SPACE, MAINTENANCE AND FACILITIES BRANCH

(Telephone Section)

Telephone Operators, GS-4	3
Telephone Supervisor GS-7	1

Total Increase 10

The Special Project Staff will have the primary responsibility for all phases of the new headquarters facility. Technical personnel of this staff will be assigned from the various branches within the Division.

2. Principal workload of the Division consist of the following:

a. Planning, construction, activation and occupancy of a new CIA Headquarters facility.

b. Completion of 42 construction and A & E contracts now in progress with a total obligation of approximately [REDACTED]

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c. On-the-site supervision of current construction projects at [REDACTED]

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e. Servicing of approximately 1,387,838 square feet of headquarters space located in 34 buildings with an annual cost of \$1,000,000 including telephone service.

f. Planning of long range real estate and construction requirements.

25X1A6a

g. Support of new real estate and construction requirements which include (1) the tentative construction project at [REDACTED] consisting of living quarters, recreational facilities and airstrip with a total estimated cost of [REDACTED] and (2) housing for personnel stationed at [REDACTED]

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3. Accomplishment of all of the above requirements is beyond the present capacity of the Division. Obviously the new headquarters facility will have priority over all other requirements. This is the largest and most important construction project ever undertaken by the Agency. The magnitude of this [REDACTED] project will require a large percentage of the Division's technical capability and creates demands beyond the administrative capacity of the Division.

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4. Without the above increase of ten people, the Division will be unable to accomplish the following:

a. Efficient performance of the administrative activities connected with the new headquarters facility.

b. Continuation of full support to existing construction projects.

c. Adequately provide support to the Agency's [REDACTED] properties and facilities particularly in the field of inspection, maintenance and repair, as well as general administration which includes compilation of real estate records, submission of reports, data, statistics, etc.

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d. Support of new real estate and construction requirements of any significant size.

e. Adequate planning of the Agency's long-range real estate and construction requirements.

f. Adequate servicing of the present headquarters space and telephone facilities.

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5. It should be noted that one of the above clerk-stenographer GS-5 was requested by memorandum dated 10 June 1955 and the three telephone operators GS-4 were requested by memorandum dated 31 May 1955.

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